

NORTH YORKSHIRE COUNTY COUNCIL
CHILDREN AND YOUNG PEOPLE'S SERVICE

September 2014

MANAGED MOVES

1.0 Introduction

This protocol takes into account the School Admissions Code 2012, particularly paragraphs 3.9 to 3.23 and guidance issued by the Department for Education for Fair Access Protocols, Principles and Process, Departmental Advice issued November 2012. The Code reflects legislative changes introduced by the Education and Inspection Act 2006. The underlying principles of the Act and the Code are to “promote fair access to educational opportunity, promote high standards and fulfilment of every child’s educational potential”.

This Protocol cannot override the statutory right of parent /carers to express a preference for any school and it does not change the parent /carer’s right to apply for places at another school. If that school has places, the Admission Authority has a statutory duty to comply with parental preference. If a parent /carer does not wish to consider a move under this protocol, they cannot be forced to do so.

In order for a protocol to operate effectively on a county wide basis it is necessary for all Headteachers and Governors of Academy, Community, Voluntary Controlled, Voluntary Aided, Foundation and Trust Schools to agree to accept decisions made in accordance with agreed in year fair access (IYFA) procedures.

Schools should agree to abide by the decision of their Collaborative Panel and acknowledge that being up to their published admission number does not preclude them from admitting a pupil. However, the school’s current circumstances and the previous number of managed moves into that school will always be taken into consideration.

2. A “managed move” is a transfer of a pupil from one school to another school. It may provide a fresh start for a pupil and may be a successful way of meeting the pupil’s needs. The Protocol on managed moves supports pupils who are vulnerable to repeat exclusion, disaffection and non-attendance as a result of social and emotional circumstances.

A managed move should be suggested as a last resort, an alternative to permanent exclusion, or when there has been a breakdown in relationship between the school and the family. A managed move must only be

considered when the current school feels that it has exhausted all possible options to meet the needs of the pupil.

Managed moves should not be used where:-

- A pupil is well advanced into Year 10 or in Year 11.
- A pupil is not accessing mainstream education or alternative provision.
- The proposed school has pupils with whom the moving pupil has a previous history of disruptive activity, either in or out of school.
- The current school is unable to evidence that every effort has been made to meet the needs of the pupil.
- The pupil is refusing to conform to the behaviour expectations of a school and there is no evidence that they will conform in a new school.

3. Managed Moves Protocol

- i) The current school should hold a meeting to discuss the needs of the pupil with the parent /carer(s). This will often be a review meeting or part of ongoing support within the framework of the Inclusion Passport, individual provision map or similar.
- ii) The meeting identifies that a fresh start in a new school is the best way to meet the pupil's needs. The rationale for a managed move must be recorded within the context of the agreed plan for the pupil and included in the Collaborative referral. The parent /carer(s) and pupil cannot be guaranteed a place at the proposed school at this point. However, the parents /carers and pupils views must be sought and written into the referral.
- iii) Where a pupil has a statement of special educational needs (SEN/ E.H.C. Plan), is looked after by the local authority, or where there is other support from for example health or care services, those services must be actively involved in review /planning meetings, prior to the managed move protocol.
- iv) The school considering a managed move for a pupil should complete a referral to the Collaborative Panel (hereafter 'the panel') which should be discussed at the next panel meeting. Parts A, B & C of the referral form must be completed in as much detail as possible. The parent /carer's written consent for the pupil to be discussed at the panel meeting must be obtained after seeing a copy of the full referral. Parent /carers and pupils must be made aware that a managed move is a trial move for 4 weeks (20 school days).
- v) The managed move will be discussed at the next Collaborative meeting and a new school identified. If the proposed school has reservations regarding the admission, those reservations should be discussed at the panel meeting. Any requests for support will be discussed at the panel meeting and the proposed move will be confirmed or rejected at the

panel meeting. The chair, usually the area education development adviser (EDA) for behaviour and attendance (B&A) and the panel will decide the ultimate outcome of requests for managed moves and the support requirements together with the PRS head teacher or teacher in charge of Ryedale Out Of School Education (ROOSE) /Whitby Outreach.

- vi) Discussions between the current school (school where the pupil is on roll) and identified new school (receiving school) can then take place to share information and ensure effective planning and provision. If a grammar school has been requested to become the receiving school then the pupil must meet the selection criteria.
- vii) Within 10 school days of the Collaborative Panel meeting, the Head teacher of the new school should invite parent /carers and the pupil into school to discuss expectations and admission arrangements. It may be appropriate to invite a representative from the Pupil Referral Service /ROOSE /Whitby Outreach, assessment and review officer (ARO) /Parent Partnership Officer, education social worker (ESW) and /or a member of the current school. If a member of the support services is not available, this should not delay the meeting.
- viii) Within 15 school days of the panel meeting, a start date at the new school should be agreed. With the agreement of the head teacher of a PRS /teacher in charge of ROOSE /Whitby Outreach, the provision offer may include part time attendance at the PRS or other provision managed by the PRS /ROOSE /Whitby Outreach.
- ix) The pupil should be attending the new provision within 20 school days of the panel meeting.
- x) The Clerk to the Collaborative must be informed by the current and receiving schools of a start date and will send a letter indicating the managed move arrangements to the parent /carer. (See Appendix 1)
- xi) A managed move will be reviewed after 4 weeks and the panel informed of progress and reconsideration of placement where appropriate. Review meetings can, however, take place at any time within the 4 weeks, particularly if there are concerns about the pupil's progress.
- xii) If the receiving school feels that, at any point in the managed move process, a fixed term exclusion should be used, then the head teacher of the original school must be informed and requested to administer the required paperwork.
- xiii) Successful managed moves will be reported to the Collaborative panel after the review; the pupil will then be removed from the roll of the original school and placed on the roll of the new school. If the pupil has a statement of SEN/E.H.C. Plan, the school must liaise with the LA

ARO at the original pupil review meeting. The pupil's original school and the receiving school must ensure that their database is changed in order to reflect the change of school. The clerk of the Collaborative Panel will confirm in writing to parent /carers that the new school has agreed admission onto their roll following a successful managed move. (See Appendix 2)

4. Actions by Schools that Contravene the Agreement

Schools in the Collaborative partnerships agree not to advise parents to:

- remove their child from school and find another school.
- remove their child from the roll of the school and voluntarily educate at home.

5. Support with the Managed Move

Pupils who transfer schools within the Managed Move Protocol are likely to have additional educational needs and can often be on the SEN register at school support. It is important, therefore, to consider the arrangements that should be made to assist the new placement to be successful. New arrangements should include any agency already working with the pupil. The school should make the commitment to continue with the support within the context of the new school or liaise with the appropriate person in that area to provide continuity for the pupil.

6. Transport

For managed moves and pupils who are hard to place, the Authority will apply the same principles for transport as it does in the case of pupils who are permanently excluded. The Authority will accept responsibility for the cost of transport to the school identified by the panel, provided that the school lies outside the relevant distances specified in the Authority's Home to School Transport Policy.

It is the responsibility of the head teacher of the original school to make parent /carers aware that the pupil will be expected to access the existing transport network, including public transport, if this meets the journey requirements. If the pupil at some future point is excluded from this transport because of their failure to adhere to the established code of conduct for acceptable behaviour, it will then become the parent /carers' responsibility to ensure that the pupil continues to attend school.

Best value policies will be adhered to wherever possible. The Authority will accept responsibility for the transport costs via a Collaborative cost code until the pupil reaches the end of Year 11. If the pupil is removed from the Collaborative panel agenda, due to the success of the managed move, it is

the responsibility of the receiving school to continue to organise transport, although the Collaborative panel will continue to fund this. If any changes are made to the transport arrangements for the pupil then this must be referred back to panel via the AOB /Business minutes. The Collaborative panel will review transport arrangements of pupils at least once a year and preferably at the meeting before the Easter holidays.

7. Pupils with a Statement of SEN/Education, Health and Care Plan

If the local authority receives a request for a managed move from a parent /carer or school for a pupil with a statement of SEN, the local ARO will liaise with parent /carers and school. A managed move must be the result of an interim review of the statement in accordance with legislative procedure, following which, the ARO will consult with the receiving school. The Head teacher must respond for a change of placement within 15 working days in accordance with the SEN Code of Practice (2014). At the end of the managed move trial period, any change of placement must be as a result of the amendment of the pupil's Education, Health and Care plan. All communication with school and parent /carers will be the responsibility of the ARO.

8. Financial Procedures

Where a managed move is agreed between all parties, it is anticipated that head teachers will consider, as part of the planning arrangements, the voluntary transfer of the proportion of the age weighted pupil unit (AWPU) and Pupil Premium (PP) where appropriate, which would have been deducted, if the route followed had been one of permanent exclusion. This would take place after the Collaborative panel confirms that the pupil is now on the roll of the new school.

9. Attendance and absence monitoring

During managed moves, the original school will maintain the pupil's registration. If the receiving school decides to accept the pupil on a permanent basis then the registration will transfer at that time. During the managed move, however, there is no method of indicating this situation in the receiving school. As the data collected during the census is used for future funding purposes, the inability to credit the receiving school is perceived as a disincentive to accept the pupil, often to the pupil's detriment. The financial arrangements between the schools are a matter for their mutual agreement (see para 8 above) but it is important to be able to identify pupils in this situation. It is recommended that for the duration of any managed move:

- The original school maintains the pupil's record with an Enrolment Status of "M" (Main dual-registration).
- The receiving school maintains the pupil's record with an Enrolment Status of "S" (Subsidiary dual-registration).

(See Appendix 3).

10. Monitoring Arrangements

All managed moves will be monitored by the LA through the local Collaborative panel. The managed move tables on the Collaborative Panel agenda will be amended accordingly so that all schools within each Collaborative Panel can see that managed moves are allocated to each school fairly, openly, transparently and appropriately.

Each Collaborative should arrange for a rolling programme of visits of representatives of the panel to all schools for quality assurance purposes.

Appendix 1: Managed Move Start letter

Appendix 2: Managed move change of roll letter

Appendix 3: Extract from DFE Secondary Census Guidance 2014

April 2014